

**2006 WorkFirst Local Comprehensive Evaluation (CE) Plan
North Seattle Local Planning Area**

Fully describe your local CE process by answering the following list of questions based on the CE Standards. You may want to include a flow chart of your local process.

1. *Please list the local DSHS, ESD and CTC agency partners that will be participating in the CE process in your local area (i.e. specific CSO(s), WorkSource site(s) and CTC(s)).*

WorkSource North Seattle, Childcare Resources, Ballard CSO, North Seattle and Shoreline Community Colleges and Community Jobs.

2. *Describe how child care and needed support services will be handled at the time of application (Positive Prevention Services) to help ensure that parents can participate in the CE process without delay.*

- ◆ At time of interview case manager will explore other sources of income such as child support and unemployment, as well as eligibility for Diversion Cash Assistance. If any barriers are presented clients will be referred to social worker.
- ◆ Applicants needing childcare to maintain employment, complete the CE process, or for ongoing participation will be treated as emergent childcare applications and will be processed as soon as all information is available. For those needing childcare for the CE process, the childcare will be authorized for 2 weeks.
- ◆ The case manager will authorize transportation assistance and other support services as needed.

3. *Describe where each of the CE elements -- listed above and in the standards -- will be conducted (e.g. CSO, WorkSource, college, other).*

- ◆ Applications for TANF are accepted and processed in the King North CSO where the initial interviews, screening and evaluation are conducted. The case manager will refer the applicant to WorkSource North Seattle for the CE process or to a CSO social worker if an urgent issue is identified.
- ◆ CASAS, Work Skills Assessment and the individual feedback sessions will be held at WorkSource North Seattle with the parent being referred back to the CSO for finalization of the individual plan and writing of the IRP and in some instances the IRP will occur at WorkSource North Seattle as CSO staff will be stationed there two days per week to complete the IRP on site.

4. *Describe how each element of the CE will be conducted (e.g. individual interview, group process, group or individual testing etc.)*

The CE process with a group orientation followed by either CASAS testing or and educational interview.

Each individual coming in for an educational evaluation will complete a one page information sheet which will outline their educational background and training. Based on this information, individuals will either receive a CASAS assessment or be scheduled for a one-on-one educational interview. CASAS assessments will be administered in a group setting. CASAS will be given to individuals with less than 2 years of post secondary education and/or training. Individuals with 2 years or more post secondary education/training or with significant work experience will have the option of participating in the CASAS assessment process. College recommendations for the educational assessment portion of the Comprehensive Evaluation may include additional assessments such as WorkKeys, COMPASS or ASSET.

Participants electing not to take the CASAS assessment will receive the one-on-one educational interview while the CASAS assessment is being administered.

Once the CASAS assessment (or the educational interview) is completed, the parent will be scheduled to take the ESD Work Skills assessment the next day. The work skills assessment will be completed using Choices CT or the Interest profiler and Work Importance locator at Workforce Explorer. com.

ESD and College staff will meet after assessments are completed to share results and assessment interpretation and then one on one educational and work skills related interviews will be conducted in order to involve parents in the decision making process. The educational interviews will include information on training options, taking into account the parent's educational level and interest. The results of the CASAS assessment and a narrative of the interview recommendation will be documented in E-Jas.

5. *Describe how your local CE process will meet the completion time frame standards (an average of 10 work days to complete CE and no more than 30 calendar days from TANF application to participation in a pathway activity).*

The educational portion of the Comprehensive Evaluation can be completed in three days during the 10 day window. Interviews and CASAS assessment will be available twice a week.

6. *Does your local area intend to include “enhancements” to the CE process beyond the required minimum standards (i.e. Family Literacy, soft skills, Dependable Strengths)? If yes, please describe your plans.*

Yes. We do intend to include enhancements. Discussions regarding programs are being developed and will be approved by the North Seattle LPA.

7. *Describe how line staff will communicate and coordinate during the CE process.*

ESD community college staff will meet prior to the one-on-one interviews with TANF participants to discuss the testing results. ESD and college staff will then have one on one interview with the parent to ascertain the parent’s educational/career interest and incorporate the parent’s feedback into comprehensive evaluation recommendations.

8. *How will your local partnership pro-actively address challenges during CE start-up and on-going phases?*

DSHS will have staff on-site at WorkSource North Seattle to ensure so that IRPs will be developed immediately. Having a one-stop approach to the testing and IRP development will ensure that more TANF participants will complete the Comprehensive Evaluation process.

Signatures:

CSO Administrator: _____

WorkSource Administrator: _____

College Representatives: _____

Community Jobs Administrator: _____